

Utah National Guard

HRO

STATE EMPLOYEE “OUT” PROCESSING

Name _____ Date _____

SSN _____ Hm Phone _____ Duty Phone _____

1. AJ/AL (seasonal) Employees

A. Supervisor's Responsibility:

_____ Send memo to HRO-S indicating date employee will be terminating, along with resignation letter signed by employee. Furnish HRO-S a copy of the employee's last time sheet with hours worked on last day.

_____ Contact WO1 Rick Gardner or Doug Larkin to clear hand receipt and fill out request to delete user account and email.

_____ Start termination checklist which includes collecting employee's security badge and office keys and returning them to JDOMS, collecting tools or equipment that belong to the state, computer access codes, etc. Send employee to HRO-S to complete turn-in and finalize checklist.

_____ Ensure employee turns in all equipment, keys and clears Hand Receipts with Unit Supply.

B. HRO's Responsibility:

_____ Receive memo, letter, and timesheet from terminating employee's supervisor. Complete termination checklist with employee (started by supervisor) and verify home address.

_____ Enter terminating employee's information in HRE system. Send copy of termination memo to Draper payroll for their information.

_____ Place completed termination forms in employee's personnel file and place in Terminated Employee file.

2. Schedule B/AL (full-time with benefits) Employees

A. Supervisor's Responsibility:

_____ Send memo to HRO-S indicating date employee will be terminating, along with resignation letter signed by employee. Furnish HRO-S a copy of the employee's last time sheet with hours worked on last day.

_____ Call G - 6 and arrange for cancellation of computer and phone set-up (if applicable).

_____ Start termination checklist which includes collecting employee's security badge and office keys and returning them to JDOMS, collecting tools or equipment that belong to the state, computer access codes, etc. Send employee to HRO-S to complete turn-in, finalize checklist, and to out-process with benefit information.

_____ Ensure employee turns in all equipment, keys and clears Hand Receipts with Unit Supply.

B. HRO's Responsibility:

_____ Receive memo, letter, and timesheet from terminating employee's supervisor. Collect insurance cards and state ID card from employee. Complete termination checklist with employee (started by supervisor) and verify home address (copy attached).

_____ Complete Benefits Notification for Retirement and PEHP forms and give them to employee for their signature. These forms give the employee retirement/insurance information and phone numbers to contact.

_____ Enter terminating employee's information in HRE system. Send copy of termination memo to Draper payroll for their information. Leave balances and payouts must be calculated by payroll clerk.

_____ Place completed termination forms in employee's personnel file and place in Terminated Employee file.

UT-HRO

MEMORANDUM FOR ALL UTAH NATIONAL GUARD FULL-TIME PERSONNEL

SUBJECT: Guidelines for “In/Out” Processing of all Full-Time Army/Air Personnel

1. All full-time Utah National Guard Technician, Active Guard Reserve (AGR), State and Active Duty Special Work (ADSW) employees are required to “In or Out” process as they begin or complete their careers or tours of duty (use of the attached checklists are mandatory and are located on the HRO web page). Processing is required to ensure that personnel are properly sworn in, briefed on all employee benefits (health and life insurance, leave, Thrift Savings Plan, etc.), orders completed, personnel folder established, security/access badges issued, vehicle registered, appropriate keys issued, computer ID and password assigned, payroll and travel accounts created, medical records verified, retirement information provided, equipment issue and turn-in procedures explained and other applicable areas verified for accuracy.
2. Following the selection or appointment of an individual the supervisor will schedule a time with the HRO to begin the “In” processing. All new employees should be assigned a “sponsor” to assist with this processing. The sponsor should ensure that the individual reports to the HRO at the assigned time and then escort him/her to all sections as required (HQ Utah National Guard, Air National Guard Base, Camp Williams, or Aviation Facility).
3. Supervisors will review the “In/Out” processing forms with the selected individual and sponsor prior to the HRO meeting. Supervisors should also review with each new employee the UTNG Standards of Conduct, The Adjutant General (TAG) Policy Letters, time and attendance requirements, section policy and UTNG 690-12, UTNG AGR full-time handbook, state employee handbook and ADSW Policy as applicable.
4. Supervisors must closely monitor and follow-up on all “Out” processing actions to ensure all keys and equipment are turned in, security badges surrendered, computer ID and passwords deactivated, pay and travel card issues settled and that all other issues are completed the last day of work or terminal leave.
5. Points of contact for HRO checklists are: AGR Branch (801) 523-4230, Technician Branch (801) 523-4244, ADSW Branch (801) 523-4225, and State Branch (801) 523-4228.

STEPHEN L. HATCH
LTC, GS, UTNG
Human Resources Officer